



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	RELEASE DATE:	Thursday, May 20, 2010
POSITION TITLE:	Chief, Division of Communicable Disease Control	FINAL FILING DATE:	Thursday, June 17, 2010 <i>or until filled</i>
CEA LEVEL:	Public Health Medical Administrator II, C.E.A. (7675)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$11,400.00 - \$13,676.00 / Month	BULLETIN ID:	05202010_3

POSITION DESCRIPTION

The California Department of Public Health (CDPH) is dedicated to optimizing the health and well-being of the people in California. CDPH achieves its mission through the following Core Activities:

- Promoting healthy lifestyles for individuals and families in their communities and workplaces.
- Preventing disease, disability, and premature death and reducing or eliminating health disparities.
- Protecting the public from unhealthy and unsafe environments.
- Providing or ensuring access to quality, population-based health services.
- Preparing for, and responding to, public health emergencies.
- Producing and disseminating data to inform and evaluate public health status, strategies, and programs.

Under the general direction of the Deputy Director, Center for Infectious Diseases, the position serves as the Chief of the Division of Communicable Disease Control (DCDC) in the California Department of Public Health. As Chief of DCDC, the position provides medical and general administrative leadership in the control and prevention of infectious disease through a staff of approximately 531 state, federal, and contract staff in seven Branch offices. In the role of "State Infectious Disease Epidemiologist" (a formal relational title with federal health agencies), the Chief, responds to disease occurrences that impact the 62 local California health jurisdictions and which may also implicate health policy on a national and international level.

This position is responsible for the direct supervision of five Public Health Medical Administrator (PHMA) I Branch Chiefs; the Chief, Microbial Diseases Laboratory Branch; and the Assistant Division Chief (HPM III).

The Chief, Division of Communicable Disease Control requires a general management and administrative background that is necessary to accomplish long-range departmental goals as they relate to the control of communicable disease in a state facing rapid ethnic population changes, as well as a changing status of the immune deficiency, food-related outbreaks, emerging infections, etc. The Chief must manage California's response to these new challenges including bioterrorism threats while emphasizing disease prevention in the state's public and private health care systems.

This position is responsible for establishing medical policy and managing a major statewide medical health program identifying and defining the occurrence of communicable disease in California. The Chief, also implements public health policies and programs which prevent or mitigate their harmful effects and burdensome costs.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidate will be eligible for appointment.) and Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board.

and

Broad and extensive administrative experience (over five years) as either a Board-eligible or Board-certified physician in a public health program. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general medicine with particular emphasis on public health; current programs, problems and trends in public health; comprehensive health planning; operating policies, standards and functions of the Department of Health Services; State, Federal and local public health programs; principles and practices of public administration including fiscal, personnel management and supervision; Department's equal employment opportunity Program and objectives; a manager's role in the equal employment opportunity Program and the processes available to meet affirmative action objectives.

Ability to: Provide leadership; effectively plan, organize, direct and coordinate a major public health program of statewide scope; adapt to the responsibilities and demands of the management role in a major public health agency; adapt to new leadership and direction and effectively implement policy and program changes; effectively secure the cooperation of all groups interested in promoting public health; communicate effectively; analyze situations accurately and adopt an effective course of action; effectively contribute to the Department's equal employment opportunity objectives.

DESIRABLE QUALIFICATION(S)

- Knowledge of the principles of infectious diseases, surveillance, prevention and control, and changing and evolving infectious diseases.

- Demonstrated ability to work successfully with persons at high levels of state, federal, and local government; state legislative and executive branches; and leaders of private health care organizations and industry associations.
- Knowledge of principles and techniques of program management and personnel supervision.
- Experience providing testimony before Legislative Committees.
- Ability to plan, organize, and direct the work of others.
- Ability to function as part of an executive management team to plan, develop, and implement department policies and priorities.
- Ability to lead, manage, and direct key public health programs.
- Ability to effectively plan for and manage changes in department priorities and operations necessary to respond to public health emergencies.
- Ability to communicate effectively, orally and in writing, with the Deputy Director's office, Director's Office, CDPH executives, other state and federal agencies, and CDPH partners, including local health departments.
- Understanding of and commitment to the effective implementation of the State and departmental equal employment policy.
- Must be an M.D.

DESIRABLE CHARACTERISTICS

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our

management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Division of Communicable Disease Control**, with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year) for each place employed. The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your experience working with high level managers and policy makers within the Executive Branch, the Legislature, control agencies, and local health departments.
2. Describe your experience working with non-governmental stakeholders and advisory groups to help develop state policies and programs and as partners in applied research.
3. Describe your ability to, and experience with managing the operations of a unit or section, including setting priorities, directing the work of multidisciplinary professional and administrative staff, resolving personnel issues, and managing a large budget.
4. Describe your knowledge of, and experience with, the budget process, including developing budget change proposals and defending them with the Department of Finance, the Legislative Analyst's Office, and the Legislature.
5. Describe your experience and scientific publications related to epidemiology.
6. Describe your experience and scientific publications in the area of infectious diseases and related policy analysis.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date, will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the six critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch
P.O. Box 997378, MS 1701, Sacramento, CA 95899-7378
Kelly DeRoss | (916) 552-9212 | Kelly.DeRoss@cdph.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Kelly DeRoss at Kelly.DeRoss@cdph.ca.gov or at (916)552-9212.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF PUBLIC HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7674.txt>